



HSE **International** **Student** **Handbook**

Higher School of Economics
Perm

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Dear international student,

Thank you for choosing our university for your international study experience! It is a great pleasure to welcome you into the HSE-Perm family. This handbook is intended to serve as a quick reference for whatever questions may arise during your study at HSE-Perm.

All international students are recommended to take part in the orientation session in the beginning of the semester. The orientation activities are intended to help you learn about HSE-Perm and its facilities, better adapt to living in Perm, a large city in Russia, and make your visit as productive and enjoyable as possible.

HSE-Perm wishes you success and many wonderful discoveries!

Galina Volodina
HSE-Perm Director



International Admissions (orientation, travel)

Address: 23 Studencheskaya ul., Office 206
Contact: Dmitry Kashin, Head
E-mail: dvkashin@hse.ru
Phone: +7 (342) 254-41-64

Faculty and Student Support Office (visa, medical insurance, registration, dormitory)

Address: 38 Studencheskaya ul., Office 211
Contact: Anna Shtennikova
E-mail: ashtennikova@hse.ru
Phone: +7 (342) 254-56-22

Department of Foreign Languages (studies)

Address: 38 Studencheskaya ul., Office 311
Contact: Dr. Marina Sheveleva
E-mail: mssheveleva@hse.ru
Phone: +7(342) 205-52-41



Pre-Departure Checklist

Steps to take before you leave your country

- Apply for and receive a student visa at a Russian consulate or visa center in your home country
- Enroll for a health insurance plan valid in Russia or make provision for the medical insurance in Russia
- Check with your HSE-Perm programme manager whether you need dormitory accommodation and buddy support
- Get an HSE health certificate signed and stamped by your physician before departure in order to check into the dormitory
- Check directions to the HSE-Perm dormitory or any other place of accommodation
- Get in touch with your buddy and receive your buddy's contacts
- Plan to arrive in Perm in time for the Orientation session and the start of the semester
- Check that the date of your departure does not precede the start date of your visa
- Check Russian customs regulations and your airline luggage regulations
- Check how to get to the city from the airport (bus, taxi)
- Get acquainted with the Dormitory Internal Rules and Tenancy Agreement – see <https://perm.hse.ru/en/dormitory/uinskaya>

What to take with you

- Valid passport with visa
- Medical insurance + HSE health certificate signed and stamped by a physician
- Photocopies to have in your carry-on luggage (+scans):
- passport ID page, passport visa page, study contract (if applicable), original diploma (if applicable), letter of referral from the Ministry of education and science (if applicable), all the translated documents you will submit at HSE-Perm
- 4 passport-size (3cm x 4cm) photos on a mat paper
- Contacts of your buddy
- Contacts of the International Admissions and the Faculty and Student Support Office
- Contact details for your embassy/consulate/diplomatic mission in Russia

A few general tips

- Bring enough cash for the first few days. Taxis do not take credit cards; card readers and ATMs may not always work when you need them.
- Before the flight, charge your mobile devices and refill your mobile and Internet accounts in case urgent communication will be needed.
- Russian electric outlets take round 2-pin Euro plugs with 220V current. Bring an adapter if needed.
- If you take any prescription medication, be sure to bring enough of it for the entire duration of your trip, as some medications may be unavailable in Russia, as such or without a local doctor's prescription.
- Warm clothes and boots, gloves and scarves are always a must. Perm springs, autumns and winters are cold and humid.



Upon Arrival Checklist

I have successfully

after arrival

- received my migration card at the airport
- reached the city centre
- met my buddy
- if you do not reside in the dormitory, sent the scans of your passport (ID page + visa page) and migration card to ashtennikova@hse.ru
- checked the Life in Perm website - <https://perm.hse.ru/en/admissions/about>

at the dormitory

- checked into the dormitory
- signed my copy of the Tenancy Agreement
- read the Dormitory Internal Rules
- submitted copies of my passport with visa and migration card for registration to the Faculty and Student Support Office (Studencheskaya ul., 34, office 211)

at HSE

- attended the Orientation session
- met my programme manager
- signed all necessary admission or/and arrival documents
- got familiar with the HSE-Perm campus life website
- checked the map of HSE-Perm buildings in website
- checked the schedule for my classes
- picked up my registration at the Faculty and Student Support Office
- applied for a multiple-entry visa
- obtained my student ID and my e-pass

in the city

- bought a SIM card for my phone
- opened a bank account (if necessary)

Single-entry visa

The visa is initially given to you by a Russian embassy/consulate in your country of residence.

The visa is valid for 90 days only. It lets you enter Russia only once.

If you leave the country before getting a multiple-entry visa you will not be allowed to enter Russia until you receive another single-entry visa.

Multiple-entry visa

The visa replaces the single entry visa and is issued for the whole period of your studies. It allows you to leave and re-enter Russia as many times as necessary for the duration of your studies.

Apply for a multiple-entry visa no later than 45 calendar days before the single entry visa expires.

Steps to apply for a multiple-entry visa:

1. Prepare the following documents:
 - passport
 - migration card
 - registration
 - 1 photo 3x4 cm (against white background)
 - visa extension fee payment (refer to the Faculty and Student Support Office for assistance)
 - copy of your contract (for contract students)
 - letter of referral from the Ministry of education and science (for state-funded students)

IMPORTANT! HSE does not sponsor visas for family members or friends. If you intend to have guests visiting you in Russia, their visa and registration arrangements will have to be taken care of independently.

2. Submit the documents to the Faculty and Student Support Office (Studencheskaya Ul. 38, office 211) and leave your contacts for future reference.
3. The Faculty and Student Support Office submits the documents to the Federal Migration Service (FMS). Issuance of a multiple-entry visa usually takes 45 days.
4. The Faculty and Student Support Office contacts you by email or phone when your multiple-entry visa is issued.
5. Bring your passport to the Faculty and Student Support Office. It will be taken to the FMS for the visa to be stamped into the passport.
6. Pick up your passport with the new multiple-entry visa at the RF Migration Service.



Registration

Every international passport holder must be registered within 7 days after arrival to Russia.



Registration steps:

1. If you are staying at the HSE-Perm dormitory, after you check in, the passport specialist will make photocopies of your passport (ID page+ visa page) and migration card and email the scans to the Faculty and Student Support Office at ashtennikova@hse.ru.
2. If you are not staying in the dormitory, email the scans of your passport (ID page + visa page) and migration card to the ashtennikova@hse.ru.
3. The Faculty and Student Support Office applies to the FMS for your registration.
4. Pick up your registration at the Faculty and Student Support Office (Studencheskaya Ul. 38, office 211) 3 days after your documents have been submitted.

Travelling in Russia

If you travel in Russia and stay in another city for more than 7 working days, you will need to receive a new registration. The hotel/hostel or a friend you will stay at will have to register you at their address.

After you return to Perm, you must apply for a new registration again. In case you stay at a Perm hotel, reregistration is also required.



Migration card

Keep the migration card that you receive at the passport control on your entrance to Russia. This document has to be presented at the passport control when you leave.

If you lose the card, immediately apply to the Federal Migration Service to receive a new migration card (via the Faculty and Student Support Office).

REMINDER Every time you re-enter Russia you will be given a new migration card and each time you will have to re-apply for registration by emailing the scans of your passport ID page, visa page and migration card to ashtennikova@hse.ru

Keep your registration and your migration card with you at all times. Also, carry photocopies of these documents with you just in case. Keep the original passport in a safe place.

All questions must be addressed to
Faculty and Student Support Office
38 Studencheskaya Ul., office 211
+7 (342) 254-56-22
ashtennikova@hse.ru
<https://perm.hse.ru/en/upr/acsup/>

Dormitory



HSE International Student Handbook

All international students in need of housing support from HSE-Perm are guaranteed a dormitory place for the duration of their study.

Upon check-in, you need to submit to the dormitory administration your health certificate signed and stamped by a physician in your country of residence, per the form sent to you by the Faculty and Student Support Office before your departure to Russia.

Tenants have 24/7 access to the dormitory. For safety reasons, however, the security usually closes the doors during the night hours, so students need to ring the bell in order to be let in.

Guests are allowed to stay in the dorm until 11 PM only. Visiting relatives and friends are not permitted to reside in the dormitory.

If you reside in the dormitory there are a few simple rules that will help you:

- ✓ Carefully read and sign the dormitory Internal Regulations and the Tenancy Agreement
- ✓ Pay your rent in time
- ✓ Dormitory staff does not speak English so if you need to communicate with the dormitory administration it is recommended doing that through a Russian-speaking friend or buddy

Payment

Rent payment must be made before the 10th of every month, preferably in advance for the upcoming month. If you arrive in August, the first payment will also include paying for the remaining days of August.

Check the rent fees on www.perm.hse.ru/dormitory/price.

Payment steps

See the banking details to pay for the dorm at

<https://perm.hse.ru/dormitory/price>.

Fill in your name and pay the amount at a local bank or ask your buddy to help you.

Submit the payment receipt to the dormitory administration at 34 Uinskaya ul., Office 104.



Internal regulations

Students read and sign the dormitory internal regulations upon check-in and are required to follow them at all times.

- ✓ Respect other residents and dormitory staff.
- ✓ Keep your room neat and clean.
- ✓ Dispose of your trash in designated areas.
- ✓ Cook only in designated kitchens on the floors.
- ✓ Follow the fire safety rules.
- ✓ Avoid loud noises and keep your music to a moderate volume at all times.
- ✓ Receive authorization from the dormitory administration before arranging parties and gatherings.
- ✗ Smoking, alcohol, drugs are not permitted on the premises.
- ✗ Do not bring pets into the dormitory.
- ✗ For details, please see <https://perm.hse.ru/dormitory/order>.

Rooms

Students' bedrooms are shared by two to three students. Each room is equipped with:

- free Internet access
- desks
- bookshelves
- single beds
- mattresses, blankets and pillows
- bed linen and towels (180 RUR per one change)

Residents are asked to purchase their own cutlery and kitchen utensils, laundry detergents, shampoo, and shower gels.

Everything provided in the room is the property of the University, and students will have to pay if damage and loss occur.

Non-residents are not permitted to stay in the dormitory past 11 PM.



Facilities

Dormitory in Uinskaya ulitsa, 34:

SHOWER ROOMS are located on each floor. The dormitory staff cleans them every day.

LAUNDRY & DRYING ROOMS (right wing, ground floor, Rooms ##215, 216, 326, 426, 526) can be used every day, 9.00 – 13.00, and 15.00-23.00.

IRONING EQUIPMENT can be requested at the reception desk.

KITCHENS are located on each floor and are open 24/7.

A study room (#113) and a gym is (#101) are also available.

Medical Emergency

If you have a medical emergency – immediately address the dormitory administration to call “112” (mobile) or “103” (landline) for the ambulance. Emergency medical assistance is free for everyone in Russia.

All international students are recommended to purchase health insurance before arriving to Russia. The insurance plan must be valid in Russia. You may require medical treatment and doctor's appointments, tests and diagnostic procedures, even a simple health certificate to be allowed to a swimming pool - for all that medical insurance is mandatory.

Check that your insurance plans contains:

- ✓ Insurance card
- ✓ Insurance plan details (medical services to which you are entitled)
- ✓ Payment or reimbursement details
- ✓ Emergency contacts
- ✓ List of hospitals or medical centres where you can get medical assistance in Russia

Students can also purchase medical insurance in Russia, from HSE-Perm partner insurance companies.

Check <https://perm.hse.ru/en/upr/acsup/voluntaryinsurance> for more information.

Minimal insurance coverage requirements shall include:

1. Insurance coverage of no less than 100 000 Russian roubles
2. Doctor's home visits
3. Outpatient visits
4. Repatriation
5. Emergency medical aid (including ambulance and medical treatment of a disease or trauma in hospital)

Please refer to the Faculty and Student Support office for more information on insurance companies and assistance in purchasing insurances policies.



Safety

HSE-Perm is focused on providing for a safe and secure living and studying environment to its students. Students are required to follow safety procedures and abide by the code of conduct.

We recommend getting a closer look at <https://istudents.hse.ru/safety> to check the existing safety and security regulations, internal rules and guidelines.

On Campus

During office hours, any emergency can be directed to International Admissions or Faculty and Student Support Office:

Address: 23 Studencheskaya ul., office 206

Contact: Dmitry Kashin, Head

Phone: +7 (342) 254-41-64

E-mail: interperm@hse.ru

Address: 38 Studencheskaya ul., office 211

Contact: Anna Shtennikova

Phone: +7 (342) 254-56-22

E-mail: ashtennikova@hse.ru

UNIVERSAL EMERGENCY NUMBER FOR MOBILE PHONES - 112

All HSE-Perm buildings are equipped with:

- security guard posts
- first aid medical kits available at:
 - 38 Ulitsa Studencheskaya, Room 101 (24/7)
 - 37a Boulvar Gagarina, Room 324 and Checkroom
 - 27 Ulitsa Lebedeva, Room 313 and Checkroom

Also you can receive first aid at 34 Uinskaya ulitsa, Room 127, Tue & Thur, 12.00-17.00.

The first aid kits can be helpful for treating many minor issues but are not for every situation. If for any other reason you feel that more care is necessary, call emergency numbers 112 or 030 or another health service.

Outside of HSE (on the street, in public places, etc.)

a. Calling a state ambulance

To call for state ambulance services, you must dial 112 from your mobile phone (emergency calls from mobile phones are free of charge), the all-Russian emergency number, a hotline that is available 24/7. It also has English-speaking operators. Furthermore, its specialists can provide professional help and expertise at any time, irrespective of your citizenship and type of insurance policy.

In case of a life-threatening situation, anyone admitted to state and municipal health institutions is entitled to free initial medical care (emergency medical assistance, including specialized assistance) until they are out of immediate danger. After this, if further medical treatment is needed, it shall be provided at a fee. Please make sure that your insurance policy covers such expenses.

b. Insurance policy

We strongly recommend that you keep your insurance policy (or its copy) with you at all times (as an option, you can also take a picture of it, so that it can be easily accessed when needed from your cell phone). Medical services and assistance to those temporary residing in Russia under travel insurance or voluntary health insurance are provided in accordance with an insurance agreement, depending on the scale of the insurance premium. It is highly advisable to carefully review your insurance contract and terms of its use (usually provided in the form of a brochure attached to your policy), as the scope of services and medical institutions you can turn to may be subject to certain restrictions.

III. Usually, the steps to be taken include:

Contacting your medical insurance operator using the phone number indicated on the insurance policy or the number for state ambulance services (112);

Making sure that you provide your full name, correct address, and contact phone number, as well as describing the situation in detail (e.g., symptoms, conditions, etc.).



Library

The HSE-Perm library began to form its collection in 1998. Today the library has about 70 thousand storage units, including about 6 thousand copies of foreign publications, 140 titles of periodicals. The collection of electronic documents, including full-text ones, is constantly growing. Each year the library serves about 2.5 thousand readers.

Since 2000, the library has been keeping an electronic catalog in the automated information library system. The catalog reflects the entire library collection - books, periodicals and articles from them, electronic and audiovisual publications. The catalog is available on the Internet. 27 computers and 3 photocopiers are available at your service.

Libraries are located in 3 buildings:

Address	Working hours
38 Studencheskaya ul., room 106 Telephone: +7 (342) 205-52-17 e-mail: nalova@hse.ru	Monday-Friday: 09.30 - 19.00, Saturday: 9.00 - 17.00, Sunday: day off. Every second Tuesday of each month is a cleanup day.
37a Gagarina boulevard, room 316 Telephone: +7 (342) 254-56-20 e-mail: ezavadskaya@hse.ru	Monday-Friday: 09.30 - 18.00, dining break 12:30-13:00 Saturday, Sunday: days off. Every second Tuesday of each month is a cleanup day.
27 Lebedeva ul., room 220 Telephone: +7 (342) 200-95-44 e-mail: tpopova2@hse.ru	Monday-Friday: 09.30 - 18.00, dining break 12:00-12:30 Saturday, Sunday: days off. Every second Tuesday of each month is a cleanup day.

How to get to University

By bus

You can get to HSE-Perm's main building (38 ulitsa Studencheskaya) and #5 building (23 ulitsa Studencheskaya) from the dormitory by **bus #68** (exit at 'Ploshchad Druzhby' stop) or **bus #18** (exit at 'Ulitsa Studencheskaya' stop). If you need to get to the main building or #5 building from the railroad station or from the city centre, you can take **bus #68** (exit at 'Ploshchad Druzhby' stop).

You can get to HSE-Perm's building #3 (37a Gagarina boulevard) from the dormitory by **bus #68** or **bus #18** (exit at 'Ploshchad Druzhby' stop).

You can get to HSE-Perm's building #4 (27 ulitsa Lebedeva) from the dormitory by **bus #18** (exit at 'ulitsa Rozalii Zemlyachki' stop).

By tram

If you need to get to the main building or building #5 from the railroad station or from the city centre, you can take **tram #7** (exit at 'Ulitsa Studencheskaya' stop).

How to get to the dormitory

By bus

You can get to the dormitory (34 ulitsa Uinskaya) from HSE-Perm's main building by bus #68 (take a walk towards 'Ploshchad' Druzhby' stop and exit at 'Ulitsa Uinskaya' stop) or bus #18 (from 'Ulitsa Studencheskaya' stop to 'Ulitsa Uinskaya' stop).

How to get to the city centre

You can get to the city centre from HSE-Perm's main building by bus #68 (take a walk towards 'Ploshchad' Druzhby' stop and exit at 'TSUM' or 'Tsentralnyi Univermag' stop) or tram #7 (from 'Ulitsa Studencheskaya' stop to 'Tsentralnyi Univermag' or 'Teatr opery & baleta, Glavpochtamt' stop).

Mobile

You can use your own mobile phone number if your provider has a roaming agreement with a Russian mobile company. However, to avoid roaming charges, you can purchase a Russian SIM card from one of the stores operated by the top three nationwide mobile phone service providers in Russia:



Beeline
www.beeline.ru



MegaFon
english.megafon.ru



MTS Mobile
en.mts.ru



Tele2
<https://perm.tele2.ru/home>



Rostelecom
https://perm.rt.ru/mobile/mobile_tariff

All of them offer reasonably priced plans for the customer's needs and convenience.

You will need to bring your passport to the store to register your local SIM card. If you are accompanied by a buddy it would be easier to explain yourself at the store.

Internet

Nearly all HSE buildings offer free WiFi access.

login: **hseguest** password: **hsepassword**

Dormitories also have either free WiFi and/or wired internet access.



Public Transport

The public transportation system in Perm includes: buses, street cars, trolleybuses, and trams.

Fares

A single trip ticket for any public transport costs 20 rubles. If you go by tram or by trolleybus, you may change to another tram/trolleybus for free within 40 minutes after buying the ticket. In such case, when you enter a new tram/trolleybus, just show your ticket to the conductor. He/she will check the time and give the ticket back to you. Unfortunately, this does not work with buses. This is because trams and trolleybuses belong to the city while buses are all private-owned.

Features of the Perm Public Transport System:

- ✓ You can pay the conductor for your ticket inside the vehicle;
- ✓ Boarding and exiting is allowed to/from any door;
- ✓ Municipal buses, as well as trams and trolleybuses, drop off/receive passengers at all stops;
- ✓ A fine shall be issued for passage without a ticket (controllers work on all lines);

Hours of Operation

Hours of operation may be slightly updated by the transport authorities, so be aware and make sure to check a second time if your travel is important!

Buses: 6.00am - 11.00pm

Trams: 6.00am - 11.00pm

Trolleybuses: 6.00am - 11.00pm

Taxi

We highly recommend that you use official registered taxi services.

Remember to pay only the price displayed on the actual taxi meter.

Here are a few options:

<https://perm.rutaxi.ru/index.html>

<https://taxi.yandex.ru/#index>

<http://www.drugoe-taxi.ru/>

BUDDIES NETWORK

International student buddies are Russian-speaking HSE-perm students who are happy to offer assistance to all non-Russian-speaking international students at HSE-Perm. A buddy can give you advice about student life, help with language barriers around the city, as well as become a good friend you may want to stay in touch with long after you finish your studies at HSE-Perm.

If you need a buddy to accompany you to the bank, hospital, a store, etc., just drop a message to dvkashin@hse.ru

CAMPUS

We recommend checking out HSE-Perm's website

<https://perm.hse.ru/en/istudents/>

<https://perm.hse.ru/en/admissions/about>

in order to get familiar with the map

(<https://www.hse.ru/en/buildinghse/perm/>)

and locations of the campus buildings, cafeterias, and other facilities.

